

**TOWN OF ROWE - BOARD OF ASSESSORS**  
**Meeting Minutes - Wednesday, December 22, 2021 – 10:00 a.m.**  
**Rowe Town Hall – Assessors' Meeting Room**

---

**This meeting was held at the Rowe Town Hall. Zoom audio/video conference was made available to the public.**

**Present:** Chair Rick Williams, Assessors' Herb Butzke, Ellen Miller and Assessor's Administrative Assistant Christine Bailey.

- 1. Call to Order:** The meeting was called to order by Chair Williams at 10:05 a.m.
- 2. Minutes:** - A motion was made, seconded, and passed unanimously to approve the minutes of the November 10, 2021 (Reg), November 10, 2021 (ES-Attorney Klebanoff), November 10, 2021 (ES-Veterans Exemptions & RE Abatements) and December 8, 2021 (Reg) meetings.

**3. FY22 Budget/Payables:**

FY22 Acct	Acct #	7-1-21 Approp	Curr Bal (12-22-21)	Payroll/Payables	Amount	New Bal
BOA Stipends	01-141- 5100-00000	\$5,354	\$4,015.49			
Asst Assessor Wages	01-141- 5102-00000	\$12,000	\$5,977.50			
BOA Operations	01-141- 5701-00000	\$9,900	\$1,724.30			
ATB Consulting/ Legal Support	03-141- 5901-03166	\$50,000	\$57,316.58			
Quint Reval – RES/CIP	03-141- 5902-03178	\$1,600	\$6,400			
Quint Reval - YAEC	03-141- 5902-03179	\$2,000	\$8,000			
Annual Updates - Hydro Valuations	03-141- 5902-03180	\$14,000	\$0			
Annual Updates - T&D/ROW Values	03-141- 5902-03181	\$5,000	\$0			
Assessors Overlay	01-1-230- 217, 218, 219, 220	\$99,959.26	\$607,917.86			

- 4. MVExcise Warrants, Abatements, etc: - December 2021:** A motion was made, seconded and passed unanimously to approve the following MVE abatement. Chair Williams abstained.

FY	Type	Owner	Cert #	Bill #	Vehicle	Reason	Amount
2021	MVE	Williams, Rick	21-05- MV	427	Touareg VW	Vehicle traded	\$19.55

**The December monthly list of abatements** totaling \$19.55 was reviewed. A motion was made, seconded, and passed unanimously to approve the monthly list of abatements. Chair Williams abstained.

5. **Deeds, Plans – November 2021** - A survey (Plan BK 149 Pg 93) was filed by Harold Eaton Associates in reference to Map 403 Lots 57/59 belonging to Francis Noyes, Dell Road. It was noted by the Rowe and Heath Assessor's offices that this new survey did not utilize the latest MassGIS coordinates for the Rowe/Heath town line but rather referenced an earlier antiqued survey for the town line. The older town line coordinates places Mr. Noyes' dwelling in Rowe and conflicts with CAI's 2008 town-wide re-mapping based on MassGIS coordinates which placed Mr Noyes' dwelling in Heath. Chair Williams contacted Harold Eaton Associates regarding the survey and they acknowledged not using the MassGIS coordinates for the town line boundary. It was noted that Mr. Noyes has contacted neither the Rowe nor Heath Assessor's offices to date regarding this new survey. The survey was also sent to CAI for review and they confirmed the use of outdated Rowe/Heath town line coordinates.
6. **FY22 Abatement/Exemption Applications received:**  
National Grid – New England Power & Mass Electric filed 3 applications for abatement. The applications were mailed via certified mail, postmarked November 19, 2021. Rowe Town Hall received the certified mail on December 13, 2021. Deadline for abatements was November 25, 2021, well past the abatement deadline. Chair Williams tracked the package through the Post Office tracking system and discovered the package was rerouted several times and spent 2 weeks at one facility before finally being delivered to the town. Therefore the delayed receipt was due to the Post Office. The application was deemed acceptable based on the postmark date being before the deadline.
7. **FY23 BOA Budget Preparation:**
  - a. **Yankee ISFSI Appraisal:** Proposal was received from George E. Sansoucy in the amount of \$9,500.00. This figure is \$500 more than last reval (FY18). A motion was made, seconded, and passed unanimously to approve the Sansoucy agreement for FY23 Yankee ISFSI Appraisal in the amount of \$9,500.00. The document will be forwarded to the BOS for approval signature.
  - b. **Balance of Town Revaluation Support:** Proposal was received from Duane Adams of Mayflower Valuations in the amount of \$14,500.00. This figure is \$7,700 more than last reval (FY18). A proposal was also received from Patriot Properties in the amount of \$9,000.00. Chair Williams stated that discussions with Florida indicated they were not happy with the recent performance of Patriot Properties and that they intend to switch back to Mayflower. Chair Williams recommended staying with Mayflower based on our past expertise and the Board concurred. It was also discussed that according to the IG Office, the Assessors are exempt from Chap 30B requirement to solicit extra quotes for valuation services of this nature. A motion was made, seconded, and passed unanimously to approve the Mayflower agreement for FY23 Balance of Town Revaluation Support in the amount of \$14,500.00. The document will be forwarded to the BOS for approval signature.
  - c. **Administrative Assistant wages:** Chair Williams discussed the Board of Selectmen's recommendation to adopt a new wage and salary schedule for all departments. Adoption of this schedule is not mandatory for FY23, only a recommendation. The Board held preliminary discussions of where they felt the Assessor's Administrative Assistant position should be classified. A motion was made, seconded and passed unanimously to approve \$12,000.00 for the Administrative Assistant wage budget line item. This will cover up to \$23/hr (the FY22 wage rate was \$22/hr). Finalization of the Administrative Assistant classification and FY23 wage rate will be completed at a future meeting.



**8. FY23 – FOL/Chap 38D&F/3ABC Mailings:**

- The Assessor's office will be identifying all businesses and second homeowners in preparation for mailing out the FY23 Personal Property Forms of List (FOL). Chair Williams has outlined two letters for the businesses and second homes, respectively. Sansoucy will be providing the wording for Chap 38D&F RFIs which go out with the FOL mailings to the power companies (GRH, Bear Swamp, National Grid). The mailing deadline is December 31, 2021 with submittals due back to the Assessor's office by March 1, 2022. The power companies will be given until April 1, 2022 to respond due to the more extensive Chap 38D&F RFIs.
- The Assessor's office will be mailing out FY23 3ABC mailings to all exempt property owners in town. 3ABC submittals are due back to the Assessor's office by March 1, 2022. It was noted that the Rowe Historical Society FY23 3ABC form has already been submitted.

**9. ATB Status re Power Company Appeals:**

- Chair Williams related that our Power Company cases before the ATB still have not yet been re-scheduled. Based on discussions with Bill Doherty (ATB Clerk), an effort will be made to schedule Status Conference(s) with legal counsel for the involves parties.


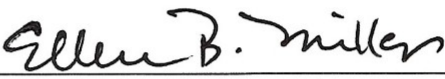

**10. Next Meeting:** TBA

**11. Adjournment:** Unanimous vote to adjourn the meeting at 12:16 p.m.

Respectfully submitted,

Christine Bailey

Approved:

	
Frederick N. Williams, Chair	Date
	
Ellen B. Miller	
	
Herbert G. Butzke	